

Republic of the Philippines
MGO PAGUDPUD, ILOCOS NORTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO PAGUDPUD, ILOCOS NORTE in the CSC website:

ARLENE C. GENEROSO

HRMO

Date: January 7, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Supply Officer II)	8	14	20816	Bachelor's Degree relevant to the job	8 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor - General Services Office
2	Heavy Equipment Operator I	10	4	9911	High School or Completion of relevant vocational / trade course	None Required	None Required	NC II (MC 11 s. 96 CAT. I)	N/A	Office of the Municipal Mayor - General Services Office
3	Local Legislative Staff Assistant II	17	8	12569	Completion of two years studies in college	8 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Vice Mayor
4	Administrative Aide VI (Clerk III)	32	6	11135	Completion of two years studies in college	8 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan Secretariat
5	Administrative Aide VI (Clerk III)	33	6	11135	Completion of two years studies in college	8 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan Secretariat
	Administrative Aide IV (Clerk II)	34	4	9911	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Sangguniang Bayan Secretariat

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6	Planning Officer I	39	11	13481	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Planning and Development Coordinator
7	Administrative Officer II (Accountant I)	48	11	13481	Bachelor's Degree relevant to the job	None Required	None Required	Certified Public Accountant (RA 1080)	N/A	Office of the Municipal Accountant
8	Revenue Collection Clerk I	55	5	10505	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
9	Local Assessment Operations Officer I	60	11	13481	Bachelor's Degee	None Required	None Required	Career Service (Professional) Second Level	N/A	Office of the Municipal Assessor
10	Assessment Clerk III	61	9	13481	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Assessor
11	Nurse II	64	15	30531	Bachelor of Science in Nursing	None Required	None Required	RA 1080	N/A	Office of the Municipal Health Officer
12	Sanitation Inspector I	72	6	14847	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Health Officer
13	Local Disaster Risk Reduction Assistant	83	8	12569	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience of DRRM	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor - MDRRMO
14	Environmental Management Specialist I	84	11	13481	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor - SWMO
15	Meat Inspector II	1	8	12569	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor - Operation of Slaughterhouse

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16	Market Inspector II	1	8	12569	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Mayor - Operation of Market

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 25, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARLON FERDINAND T. SALES
MUNICIPAL MAYOR
POBLACION 2, PAGUDPUD, ILOCOS NORTE
ommpagudpud@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.